

Name Change – In Person

(requires a photo ID)

LEGAL NAME ON YOUR RECORD AT KIRKWOOD NOW:

First: _____ Middle: _____

Last: _____

K number: _____ Date of birth: _____

NEW LEGAL NAME:

First: _____ Middle: _____

Last: _____

I hereby represent that my new legal name above is true and accurate.

Signature: _____ Date: _____

STUDENTS — BRING TO THE REGISTRAR'S OFFICE OR TO A KIRKWOOD COUNTY CENTER:

1. This form, completed and signed
2. Your government issued photo ID that shows your **new legal name**
(Kirkwood will retain a photocopy of the government issued photo ID and additional document.)
3. One of the following that shows your **new legal name**
(must be a different form of identification than the photo ID used in #2):
 - Certificate of Naturalization
 - Decree of Name Change
 - Divorce Decree with name change
 - Driver's License
 - Marriage Certificate
 - Social Security Card
 - U.S. Passport
 - U.S. Military ID Card
 - W-9 IRS form

Students who are working part-time or full-time at Kirkwood also need to send a new W-4 to Payroll as follows.

EMPLOYEES — BRING OR SEND TO PAYROLL, 313 KIRKWOOD HALL:

1. This form, completed and signed
1. A new Form W-4. [Click here](#) to complete the W-4. Your new legal name on this form must match your name on the new W-4.

Office Use Only

Received by: _____ Date: _____ Action: _____